



22 June 2009

Secretary-General's Bulletin**United Nations Learning Advisory Board**

The Secretary-General, for the purpose of establishing the terms of reference for the United Nations Learning Advisory Board, promulgates the following:

Section 1**General**

The United Nations Learning Advisory Board, hereinafter referred to as "the Board", is hereby established.

Section 2**Purpose and objectives**

2.1 The Board shall provide strategic guidance on learning and development objectives for the Secretariat with the purpose of making learning and development more strategic, accessible and effective.

2.2 The Board shall:

- (a) Advise on the formulation of an Organization-wide learning and development strategy that is aligned with the Organization's goals, priorities and plans;
- (b) Actively support efforts to secure the resources required for the effective implementation of the Organization's learning and development strategy;
- (c) Review and support policies related to the Organization's investment in learning and development;
- (d) Recommend priorities for Secretariat-wide learning and development activities;
- (e) Take into account the needs of individual Departments and Offices with a view to maximizing collaboration across occupations;
- (f) Actively promote a culture of continuous learning within the Organization by supporting appropriate learning and development initiatives.



Section 3

Composition

3.1 The Board shall be composed of seven senior officials at the Under-Secretary-General and/or Assistant Secretary-General level from Departments/Offices at Headquarters, Offices away from Headquarters and peacekeeping missions, including the Assistant Secretary-General of the Office of Human Resources Management.

3.2 The members shall be nominated by the Secretary-General in consultation with the Office of Human Resources Management.

3.3 The Board shall nominate a chairperson from its membership.

3.4 Members of the Board shall demonstrate interest in, and commitment to, learning and development activities, and represent both a Headquarters and a field perspective.

3.5 Each member shall be appointed for a period of two years with the possibility of one renewal for a second two-year period.

Section 4

Meetings and procedures

4.1 Meetings of the Board shall be held as required, but normally not less than twice a year.

4.2 Subject to prior notification, an alternate may be designated as necessary to attend a specific meeting in the absence of a full member. The alternate should normally be the deputy or the officer-in-charge of the department, office or mission concerned.

4.3 The Board shall establish its own rules of procedure.

4.4 The Office of Human Resources Management will provide Secretariat support to the Board.

Section 5

Final provisions

The present bulletin shall enter into force on 22 June 2009.

(Signed) **Ban Ki-moon**
Secretary-General



22 June 2009

Secretary-General's bulletin

Learning and development policy

The Secretary-General, for the purpose of ensuring that all staff members are aware of the learning and development policy of the Organization and its objective to enhance the skills and competencies of staff members as a means to meet the changing needs of the Organization, promulgates the following:

Section 1

Objectives and scope

1.1 The objectives of the learning and development policy are as follows:

- (a) To provide appropriate training opportunities to address the professional development needs of staff members and support the Organization in fulfilling its mandates;
- (b) To assist and encourage staff members to develop and enhance their skills, knowledge and competencies and contribute to their professional growth;
- (c) To enable the Organization to attract, retain, motivate and develop its staff;
- (d) To create a positive work environment and greater staff satisfaction and commitment.

1.2 The present policy applies to all Secretariat staff members, regardless of their location or source of funding.

Section 2

General principles

2.1 Maintaining the professional and managerial competence of staff is an important priority, as it represents a critical investment in the future of the Organization. Learning and development is a responsibility shared by the Organization, its managers and each individual staff member.

2.2 A minimum target of five days for professional development per year is established for all staff members. As five days is a minimum target and not a maximum, managers are encouraged to provide appropriate learning and development opportunities to their staff, whenever possible.



2.3 Learning and development opportunities should normally be made available to staff at all levels.

2.4 Managers are required to discuss and agree on learning and development plans, as well as the allocation of time for learning and development activities, with individual staff members in the context of ongoing performance management.

2.5 Staff members are required to demonstrate an active commitment to continuous learning by assisting their managers in determining their learning and development needs and applying and sharing the skills gained from learning and development activities.

2.6 Staff members and managers are encouraged to think of learning and development in the broadest sense, including:

- (a) Participation in self-study programmes, such as professional reading, e-learning, Internet and Intranet research, videos and other computer-based training programmes;

- (b) Group activities, such as face-to-face workshops, seminars, team projects, networking, videoconferencing, participation in communities of practice and occupational/functional networks;

- (c) One-to-one learning, such as cross-training provided by other colleagues, career counselling, coaching, mentoring and knowledge-sharing;

- (d) Experiential learning, such as on-the-job training, assignments, missions, team projects and task-based training.

2.7 Learning and development priorities shall be established based on:

- (a) Needs derived from programme priorities at the organizational and departmental level as outlined in the relevant workplans;

- (b) Current or future work assignments that are consistent with the goals and priorities of the Organization;

- (c) Assessment of individual staff member's needs;

- (d) Career and professional development goals in relation to current and future job requirements.

2.8 Learning and development activities are developed using design principles that are proven to be effective and reflect best practice.

2.9 Learning and development activities are monitored and evaluated using relevant principles and tools. Impact assessment is built into programme planning and implementation to enhance effectiveness, relevance and the applicability of learning.

2.10 The Organization shall address learning and development needs by a combination of:

- (a) Centrally coordinated programmes that are managed by the Office of Human Resources Management to develop core values and core and managerial competencies, support organizational reform and promote a shared organizational culture;

(b) Decentralized programmes, aimed at addressing specific substantive and technical needs in departments and offices. As the key responsibility for determining learning and development needs and providing development opportunities lies with managers themselves, resources for the upgrading of substantive and technical skills are allocated directly to individual departments and offices, on the basis of annual training plans. Full responsibility for the management of these funds is delegated directly to the heads of department/office who are responsible for equitable distribution of the funds. In the allocation of funds, priority shall be given to staff members holding appointments other than temporary.

Section 3

Support for learning and development

Learning Advisory Board

3.1 The Learning Advisory Board, comprising senior officials, shall advise on the Organization's learning and development priorities and plans.

Learning and development opportunities

3.2 Heads of department, office and mission are responsible for ensuring that staff members are aware of the learning and development opportunities available to them.

Career support advice and resources

3.3 In addition to the support managers are required to give to their staff in the context of ongoing performance management, comprehensive career support advice and resources are made available to staff members either through Career Resource Centres established at Headquarters and major duty stations or Career Development Units in missions.

Learning and development staff

3.4 Staff responsible for learning and development within each department and office shall liaise with the Office of Human Resources Management on specific needs and disseminate information on learning and development activities within their office. Departments and offices without a designated Staff Development Officer shall nominate a learning focal point. Learning focal points within each mission shall be responsible for liaising with the Integrated Training Service of the Department of Peacekeeping Operations and the Department of Field Support.

Section 4

Final provisions

The present bulletin shall enter into force on 1 July 2009.

(Signed) **Ban Ki-moon**
Secretary-General



23 June 2009

Secretary-General's bulletin**Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009**

The Secretary-General, for the purposes of implementing staff rules 104.12 (b) (iii) and 104.13 on consideration of staff members for permanent appointments who have become or will become eligible for such consideration by 30 June 2009, hereby promulgates the following:

**Section 1
Eligibility**

To be eligible for consideration for conversion to a permanent appointment under the present bulletin, a staff member must by 30 June 2009:

- (a) Have completed, or complete, five years of continuous service on fixed-term appointments under the 100 series of the Staff Rules; and
- (b) Be under the age of 53 years on the date such staff member has completed or completes the five years of qualifying service.

**Section 2
Criteria for granting permanent appointments**

In accordance with staff rules 104.12 (b) (iii) and 104.13, a permanent appointment may be granted, taking into account all the interests of the Organization, to eligible staff members who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the highest standards of efficiency, competence and integrity established in the Charter.

**Section 3
Procedure for making recommendations on permanent appointments**

3.1 Every eligible staff member shall be reviewed by the department or office where he or she currently serves to ascertain whether the criteria specified in section 2 above are met. Recommendations regarding whether to grant a permanent appointment shall be submitted to the Assistant Secretary-General for Human Resources Management.



3.2 A similar review shall also be conducted by the Office of Human Resources Management or the local human resources office.

3.3 In order to facilitate the process of conversion to permanent appointment under the present bulletin, recommendations to grant a permanent appointment that have the joint support of the department or office concerned and of the Office of Human Resources Management or local human resources office shall be submitted to the Secretary-General for approval and decision in respect of D-2 staff, and to the Assistant Secretary-General for Human Resources Management for all other staff.

3.4 In the absence of joint support for conversion to permanent appointment, including cases where the department or office concerned and the Office of Human Resources Management or local human resources office both agree that the staff member should not be granted a permanent appointment, the matter shall be submitted for review to the appropriate advisory body designated under section 3.5 below. The purpose of the review shall be to determine whether the staff member concerned has fully met the criteria set out in section 2 of the present bulletin. The advisory body may recommend conversion to permanent appointment or continuation on a fixed-term appointment.

3.5 For the purpose of this section, the appropriate advisory body shall be:

(a) For staff at the D-2 level, the Senior Review Group;

(b) For staff at the P-5 and D-1 levels administered by offices located in New York, Geneva, Vienna and Nairobi, the advisory body shall be the Central Review Board established at the location. Staff members serving at other locations shall normally be considered by the Central Review Board in New York but may be referred to another Board in order to expedite the process;

(c) For staff at the P-2 to P-4 levels administered by offices located in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago, the advisory body shall be the Central Review Committee established at the location. The Central Review Committee in New York shall also consider eligible staff in the Field Service category;

(d) For staff in the General Service and related categories administered by offices located in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago, the advisory body shall be the Central Review Panel established at the location.

3.6 The recommendations of the advisory body shall be submitted to the Secretary-General for decision in respect of staff at the D-2 level. Recommendations in respect of all other staff members shall be submitted for decision to the Assistant Secretary-General for Human Resources Management.

3.7 Staff members who, after consideration, are not granted a permanent appointment will continue to serve on a fixed-term appointment, and shall not be eligible to be considered for a permanent appointment in the future.

Section 4

Final provisions

- 4.1 Secretary-General's bulletins ST/SGB/280 and ST/SGB/2006/9 are hereby abolished.
- 4.2 The present bulletin shall enter into force on 26 June 2009.

(Signed) **Ban Ki-moon**
Secretary-General



Secretary-General's Bulletin

Transitional measures related to the introduction of the new system of administration of justice

A new system of administration of justice will be implemented in the United Nations as of 1 July 2009, following the decisions taken by the General Assembly in its resolutions 62/228 and 63/253. The present bulletin outlines the measures that will apply in the United Nations Secretariat in relation to the transition from the present internal justice system to the new one.

Section 1

Administrative review

1.1 In the present internal justice system, a staff member wishing to contest an administrative decision alleging its non-compliance with his or her terms of appointment or the contract of employment may address a request to the Secretary-General for an administrative review of the decision within two months of his or her notification of the decision. This review is conducted in the Secretariat by the Office of Human Resources Management. This procedure will remain in effect until 30 June 2009.

1.2 As of 1 July 2009, a staff member wishing to contest an administrative decision alleging its non-compliance with his or her terms of appointment or the contract of employment may address a request to the Secretary-General for a management evaluation within two months of his or her notification of the decision. Such management evaluation will be conducted by the Management Evaluation Unit in the Office of the Under-Secretary-General for Management.

1.3 As of 1 July 2009, a new unit, called the Management Evaluation Unit, will be created in the Office of the Under-Secretary-General for Management. Any request for administrative review of a contested administrative decision pending in the Office of Human Resources Management by 30 June 2009 shall be transferred to the Management Evaluation Unit on 1 July 2009 and shall be considered as a request for management evaluation in the context of the system of administration of justice in effect as of 1 July 2009. For such transferred requests, the date of the original request for administrative review shall remain the relevant date for the purpose of determining deadlines for completing the management evaluation.



1.4 As of 1 July 2009, the United Nations Dispute Tribunal will be established as the first tier of the formal system of justice. For the purpose of determining the receivability of an application filed with the United Nations Dispute Tribunal, a staff member who has submitted a request for an administrative review of a contested administrative decision prior to 1 July 2009 shall be considered to have satisfied the requirement to submit a request for a management evaluation, as provided in article 8, paragraph 1 (c), of the statute of the United Nations Dispute Tribunal.

Section 2

Joint Appeals Board

2.1 The Joint Appeals Boards will be abolished as of 1 July 2009.

2.2 The Joint Appeals Boards will continue to review appeals of administrative decisions and requests for suspension of action until 30 June 2009.

2.3 Reports of a Joint Appeals Board on appeals of administrative decisions that have been finalized by 31 May will be sent to the Secretary-General for a final decision on those appeals, to be made before 30 June 2009. If a Joint Appeals Board has not issued its report by 31 May 2009, the entire case will be transferred to the United Nations Dispute Tribunal on 1 July 2009 and the Tribunal will hear and pass judgement thereon.

2.4 The Joint Appeals Boards will continue to review requests for suspension of action until 30 June 2009. Reports of Joint Appeals Boards on suspensions of action that have been finalized by 30 June 2009 will be sent to the Secretary-General for prompt decision. If a Joint Appeals Board has not issued a report on a request for a suspension of action before 30 June 2009, the case will be transferred to the United Nations Dispute Tribunal on 1 July 2009 and the Tribunal will decide on the request.

Section 3

Joint Disciplinary Committees

3.1 The Joint Disciplinary Committees will be abolished as of 1 July 2009.

3.2 The Joint Disciplinary Committees will continue to review pending cases until 30 June 2009. Reports completed by a Joint Disciplinary Committee will be forwarded to the Secretary-General for decision, to be made no later than 30 June 2009. As of 30 June 2009, any pending cases relating to summary dismissals shall be transferred directly to the United Nations Dispute Tribunal. Other cases pending before a Joint Disciplinary Committee will be referred to the Secretary-General for decision on the case. The decision of the Secretary-General is subject to appeal to the United Nations Dispute Tribunal.

3.3 As of 1 July 2009, the Secretary-General will have the authority to impose disciplinary measures without the recommendation of a joint body. Such measures can be appealed by the staff member directly to the United Nations Dispute Tribunal, without first requesting a management evaluation.

Section 4

United Nations Administrative Tribunal

4.1 The United Nations Administrative Tribunal will be abolished as of 31 December 2009.

4.2 The United Nations Administrative Tribunal will continue to accept cases until 30 June 2009. Cases not decided by the United Nations Administrative Tribunal by 31 December 2009 will be transferred to the United Nations Dispute Tribunal as of 1 January 2010.

4.3 The United Nations Dispute Tribunal shall be operational as of 1 July 2009. Decisions made by the Secretary-General between 2 April 2009 and 30 June 2009 on appeals or disciplinary cases with or without consulting a Joint Disciplinary Committee may be challenged before the Tribunal.

Section 5

Panels of Counsel

5.1 The Panels of Counsel will be abolished as of 1 July 2009 and will be succeeded by the Office of Staff Legal Assistance.

5.2 Cases for which the Panels of Counsel provide representation will be transferred to the Office of Staff Legal Assistance as of 1 July 2009, with the consent of the staff member concerned. As a transitional measure, every effort will be made to ensure continuity on active cases so as to ensure a smooth transition.

Section 6

Panels on Discrimination and Other Grievances

6.1 All Panels on Discrimination and Other Grievances shall be abolished as of 1 July 2009.

6.2 Staff members with cases pending with the Panel on Discrimination and Other Grievances may consult with the Panel on Discrimination and Other Grievances before 30 June 2009 as to the options available to them for the future conduct of their cases.

Section 7

Final provisions

The present bulletin shall enter into force with immediate effect.

(Signed) **Ban Ki-moon**
Secretary-General